Fermilab
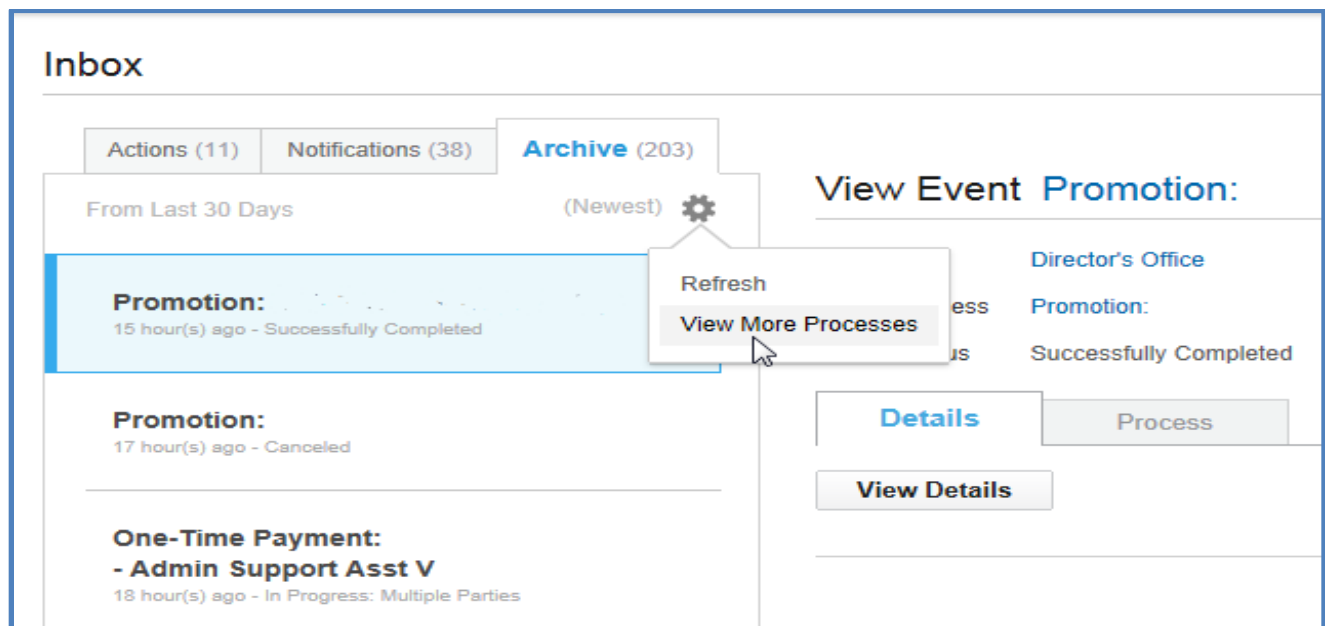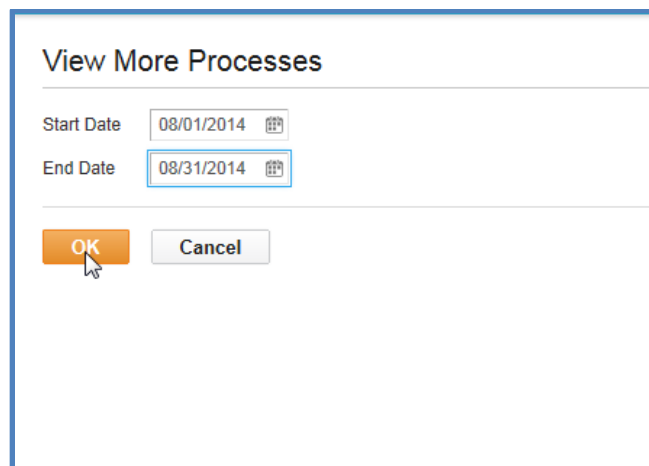
FermiWorks
Search Inbox Archives
9.17.14

Overview: Actions remain in your Inbox for 30 days. After 30 days Actions are automatically moved to your Archive tab. This procedure allows you to review your Archives within a given date range.

1. Open your FermiWorks Inbox.

2. Click the **Archive** tab.

3. Click the **Gear**.

4. Click **View More Processes**.

5. Enter a **Start** and **End Date**. Since Actions only stay in your Inbox for 30 days, you can view all of the Actions you completed and have been automatically removed from your Archives tab. In this example, 8/1/2014 is the Start Date and 8/30/2014 is the End Date.

6. Click **OK**.

   The Actions processed between the date range entered display.

View More Processes					
Start Date 08/01/2014					
End Date 08/31/2014					
Business Process Participation 283 items					
Business Process		**Status**	**Initiated On**	**Completed On**	**Tasks I Worked On**
Merit: 2014 Merit Statement		In Progress	08/29/2014 12:45:12.023 PM		Propose Employee Merit Award
Terminate:		Successfully Completed	08/07/2014 12:58:25.348 PM	08/07/2014 12:58:30.040 PM	Manage Business Processes for Worker
Compensation Change:		Successfully Completed	08/14/2014 12:40:36.480 PM	08/19/2014 08:28:07.029 AM	Review Compensation Change
Data Change:		Successfully Completed	08/18/2014 07:02:05.814 AM	08/19/2014 03:34:08.912 PM	Review Change Job / To Do: Update Employee Functional Role (OHAP Certification)
Contract:		Successfully Completed	08/28/2014 09:00:06.308 AM	08/28/2014 09:00:29.590 AM	

7. Click any Business Process to view the details.

For	Group 1
Overall Process	Data Change:
Overall Status	Successfully Completed

Event Details | Process

Start	**Current**		**Proposed**
Team	Who will be the manager after this change?		No Change
	Which team will this person be on after this change?	Group 1	

Action	**Current**	**Proposed**
Reason	Why are you making this change? (empty)	Why are you making this change? Worker Type Change
Effective On		When do you want this change to take effect? 09/01/2014

8. Click the **Process** tab to see the current status of the Business Process.

Event Details	Process			
Process History 27 items	Process			
Process	**Step**	**Status**	**Completed On**	
Change Job	Change Job	Step Completed	08/18/2014 07:02:05 AM	
Change Job	Review: Current Manager	Not Required		
Change Job	Review: Receiving Manager	Approved	08/18/2014 07:41:51 AM	
Change Job	To Do: Update Employee Functional Role (OHAP Certification)	Step Completed	08/19/2014 03:22:31 AM	
Change Job	Review Change Job	Approved	08/19/2014 03:22:51 AM	
Change Job	Review Change Job	Approved	08/19/2014 09:53:47 AM	
Change Organization Assignments for Worker	Change Organization Assignments for Worker	Automatic Complete	08/19/2014 09:53:47 AM	
Change Organization Assignments for Worker	Approval by Division Administrator	Not Required		
Change Organization Assignments for Worker	Approval by Manager	Not Required		
Propose Compensation Change	Propose Compensation Change	Automatic Complete	08/19/2014 09:53:47 AM	

9. Scroll through the table to see the process status.

10. Click your Inbox to return to it or click the Workday logo to return to the FermiWorks Home page.